



UTAH DIVISION OF REAL ESTATE
PRE-LICENSE SCHOOL RENEWAL

State of Utah
Department of
Commerce

Please complete and submit this **form**, the **items listed below**, and the **non-refundable fee of \$100** to the Division by fax, mail, email, or in person.

This Renewal is for: ☐ Appraisal ☐ Real Estate ☐ Mortgage

Pre-License School: _____ License #: _____

School Director: _____ Exp. Date: _____

Address: _____

Email: _____ Phone: _____

OFFICE USE ONLY

Date Reviewed _____ By _____

() Denied () Approved

Certification _____ Exp. _____

() Check () Visa () MasterCard () American Express

Make checks payable to: Utah Division of Real Estate

Card # _____ Expires _____

Signature _____ CCV# _____

Include the following with your renewal application:

- Copy of comprehensive course outline with list of titles, authors, and publishers of all required textbooks.
- List of names and original signatures for those individuals authorized to be designated signatories for the pre-license school.
Note: only those designated on the list provided to the Division may sign or stamp education certificates.
- List of all instructors certified to teach including license numbers
- Copy of the student statement
- \$100 renewal application fee

YES NO

1. ☐ ☐ Since your last renewal, have you had a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) denied, revoked or suspended?
2. ☐ ☐ Since your last renewal, have you had a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) sanctioned? Sanctions include, but are not limited to, having a credential restricted, limited, placed on probation, being required to pay a fine or penalty, take education, or comply with any other condition?
3. ☐ ☐ Since your last renewal, have you been sanctioned or banned from engaging in any activity by Freddie Mac, Fannie Mae, FHA (HUD), VA, or similar organization for any period of time for any reason?
4. ☐ ☐ Since your last renewal, have you been ordered to cease and desist from any conduct related to a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity)?



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YES NO

5. ☐ ☐ Since your last renewal, have you allowed a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) to expire or lapse while you were under investigation by a regulatory or licensing body, or while a regulatory action was pending against you?
6. ☐ ☐ Do you have knowledge of any complaint, investigation, or disciplinary action CURRENTLY ongoing or pending against you by a regulatory or licensing body?
7. ☐ ☐ Since your last renewal, have you been convicted of, or pled guilty or nolo contendere to a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense? A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense? Where this is the case disclosure is required.
8. ☐ ☐ Since your last renewal, have you resolved a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense through a plea in abeyance, diversion agreement, withheld judgment, or other method whereby a charge was held in suspense during a period of time in which you were on probation or were obligated to comply with conditions outlined by a court? A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense, Where this is the case disclosure is required.
9. ☐ ☐ Currently, are you aware of any investigation(s), indictment(s), or criminal charge(s) for any crime in any jurisdiction which are pending against you?
10. ☐ ☐ Since your last renewal, have you been courts martial or discharged other than honorably from any branch of the armed services?
11. ☐ ☐ Since your last renewal, have you been required to register as a sex offender?
12. ☐ ☐ Since your last renewal, have you had a judgment entered against you in a civil court or in a bankruptcy court on the basis of fraud, misrepresentation, or deceit, or in any matter related to purchase, sale, management, finance, loan origination, or valuation of real estate?
13. ☐ ☐ Since your last renewal, have you been found in contempt of court?

YES answers require a detailed letter of explanation and copies of all court documents including charging and judgment documents, court dockets, and proof of completion of probation and restitution orders and payment of fines and judgments.

I hereby certify that I have read each disclosure question stated above, that I understand each question, and that I have answered the questions truthfully and accurately, I agree to be bound by the answers I have provided, and I understand that I may be sanctioned if any of my answers are found to be misleading or incorrect.

Signature _____

Date _____